



# RULES

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# EXPECTATIONS

*for Deerfield Academy Students* **2019-2020**

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# 1. INTRODUCTION

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It is impossible to list every rule. At Deerfield, we hope to cultivate the judgment required to determine right from wrong—and to use that understanding as a guide in the decisions we make each day.

Together, we commit to these aspirations through our Community Pledge: “I will act with respect, honesty, and concern for others, and I will seek to inspire the same values in our community and beyond.”

When we are thoughtful about individual decisions and everyday habits, we have the opportunity to align our own interests with those of the larger community. This may be the most important lesson we learn at Deerfield.



Amie Wilmer Creagh  
Assistant Head of School for Student Life

## 2. THE MAJOR SCHOOL RULES

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### 2.1. Community Pledge

Written and adopted by the Student Council in 2012, the Community Pledge guides our actions, behavior, and conduct at Deerfield Academy. It reads:

*“I WILL ACT WITH RESPECT, HONESTY, AND CONCERN FOR OTHERS, AND I WILL SEEK TO INSPIRE THE SAME VALUES IN OUR COMMUNITY AND BEYOND.”*

This is the basis for every rule found in this book and should itself be regarded as the single most important rule at Deerfield.

### 2.2. Mistreatment of Others

All students at Deerfield should feel safe. When that is not the case, they should seek out a trusted adult (advisor, faculty resident, cocurricular supervisor, teacher, counselor, etc.), who can offer support and guidance on available steps to address the mistreatment—regardless of its nature—and to help make it stop. Examples of mistreatment include, but are not limited to the following:

- Sexual Misconduct
- Sexual Harassment
- Harassment and Hazing
- Bullying
- Cyberbullying
- Discrimination
- Retaliation

Options for addressing these behaviors include: mediation, consultation with the Community Conduct Committee, and referral to the Student Life Office for consideration and possible disciplinary action.

All community members should review Section 8: Mistreatment, Bullying, and Harassment.

### **2.3. Honesty**

Any community can survive only in an atmosphere where honesty—and the trust that results—is a guiding principle. Dishonesty is a breach of trust and subjects a student to disciplinary action.

Any student who lies in documents or statements submitted as part of the Disciplinary Committee process may be liable for dismissal.

### **2.4. Academic Integrity**

Academic integrity is of the utmost importance at Deerfield Academy and must be one of the guiding principles in the life of every student. At the core of academic integrity is a bond of trust between teacher and student. By affixing their name to a piece of work, students pledge that, unless properly cited, the work is entirely their own. Students occasionally benefit from cooperative and collaborative learning; however, when work is submitted by teams or individuals, each student must be able to independently explain and defend the claims and ideas presented and must acknowledge the collaboration. Furthermore, students should be thoughtfully cautious in providing aid to their peers—*DONORS* of unauthorized aid may be in violation of the school's Academic Integrity guidelines.

Academic dishonesty in all its various forms can be broad and complex, and no policy on academic integrity can list and describe every possible transgression. The Academy expects that each student will work to understand this complexity and will adhere to the highest standards of honesty. If there is doubt about the guidelines for academic integrity, students should discuss questions with a teacher.

### **2.4.1. Plagiarism**

Plagiarism is the use of another person's ideas or work without proper acknowledgment. The source of the plagiarized material may, for instance, be another student's paper, a conversation with a peer, an exchange with a tutor or parent, an encyclopedia, a scholarly text, or an Internet site; the source does not change the degree or seriousness of the plagiarism. Plagiarism usually occurs in two forms: 1) copying and 2) receiving outside writing help.

The first form of plagiarism (copying) may consist of the following:

- Copying or gaining any other advantage from another student during a quiz, test, or examination situation
- Exact copying of an author's text without the use of quotation marks
- Using an author's words, sentences, or passages—even with omissions or changes in wording—without proper acknowledgment
- Using an author's argument or points from an argument without proper acknowledgment

The second form of plagiarism occurs when students receive unacknowledged help in preparing an assignment. Such outside help includes proofreading, editing, and assistance from, but not limited to, parents/guardians, proctors, tutors, or classmates. While students are encouraged to discuss assignments with faculty and other students, all writing should be their own. Again, when in doubt, students should acknowledge any help they receive.

A student will receive a failing grade for any assignment in which plagiarism occurs. In order to ensure adherence to this policy and to resolve questions of authorship, the Academy reserves the right to electronically screen papers and other submitted work for authenticity.

If ever in doubt, students should speak with their teachers and document their sources.

### **2.4.2. Resubmission of Work**

When a student submits work to a teacher in a course, the teacher expects that the work has been completed and submitted only in that course. Using the same assignment for credit twice is a shortcut that provides an unfair advantage. Students are credited for completing a course only when they have met in good faith all the requirements of/for that course specifically.

In cases where overlap between assignments in two different courses might lead the students to perform fruitful, interdisciplinary work, they may submit the same assignment for credit with approval from both teachers—who may attach additional expectations.

### 2.4.3. Access to Electronic/Smart Devices

During any quiz, test, or examination, or graded work, students may not access any electronic or smart device unless explicitly allowed by their teacher or by a documented academic or medical accommodation. Prohibited devices include—but are not limited to—phones, tablets, computers, smart speakers, smart wearables (watches, glasses, headphones).

## 2.5. Curfew

All students must check-in, face-to-face, at curfew. Being out of the dormitory after curfew or leaving the dormitory after check-in without permission is a breach of trust and thus a major rule violation. Repeated instances of tardiness for curfew may, at the faculty resident’s and/or dean’s discretion, be considered a major rule violation.

CURFEWS	Sunday-Thursday	Friday	Saturday
<b>Ninth- and Tenth-Graders</b>	7:45 pm	10:30 pm	11:00 pm
<b>Juniors and Seniors</b>	9:45 pm	11:00 pm	11:30 pm

Ninth grade lights and devices (including tablets, phones, and computers) must be turned off by 10:30 pm, and, at this time, tenth-graders must be in their rooms for the night.

### DAY STUDENTS

Without approval from a Dean for late departure, day students should be off campus at curfew. They may return after 5:30 am.

## 2.6. Quiet Hours, Study Hours

*QUIET HOURS* are in effect Sunday–Thursday from 7:45 pm until the start of classes the following day; during this time, access to the Lower Level and Meadows is prohibited, phone calls are discouraged, and students are expected to create an environment conducive to study. (Feeds sponsored by faculty or proctors from 9:45 – 10:15 pm on weeknights are excepted from Quiet Hours.)

*STUDY HOURS* are in effect Sunday–Thursday from 7:45 pm to 9:45 pm. During this time, all students should be engaged in academic work; social media, video games, and other non-academic pursuits are prohibited during Study Hours.

Juniors and seniors may choose an appropriate place of study on campus.



Ninth- and tenth-graders are expected to be in their dormitories. Rarely, with on-duty faculty permission, they may leave the dorm for extra help during the first hour of Study Hall.

## **2.7. Dormitory & Common Room Visitation**

### **2.7.1. Dorm Room Visitation**

Spending time together is an important part of any healthy relationship. At Deerfield, we encourage students to visit each other, to foster friendships, and to practice the skills that lead to meaningful relationships.

The Visitation Policy does not—and should not—assume that students requesting Visitation are engaged in an intimate, physical, or sexual relationship. These rules cannot sufficiently address the complex topics of intimacy and consent but strive to promote a safe environment for all students.

Deerfield’s dorm room Visitation Policy acknowledges some students—regardless of their gender identity or sexual orientation—are engaged in relationships that are more than simple friendships. The closeness of our community and our current gender-binary housing system require a degree of trust.

The following rules are guided first and foremost out of concern for student safety:

- Visitation privileges are granted at the sole discretion of the on-duty faculty member and may be subject to assessments of students’ citizenship, room cleanliness, and other factors.
- Visitation is allowed after October 1.
  - Ninth-graders may not have single-pair visitation until January 1. Single-pair visitation between seniors and ninth-graders is never permitted, but they may visit in groups.
  - Visitation is allowed on Friday and Saturday nights, from 8 pm until 15 minutes before the earliest curfew of any student in the visitation.
  - Study Visitation, available only to juniors and seniors during study hours must adhere to study hall guidelines. During Study Visitation, doors are to be kept wide open, and overhead lights are to remain on.
- In visits between an older and younger student, the visitation rules for the younger student apply, regardless of where the visit takes place.
  - For ninth- and tenth-graders, the door must be open as wide as a trash can, and the room’s main overhead light must be turned on.
  - For juniors and seniors, the door must be open as wide as a shoe (sole down), and a light source (not a computer display) must be on.
- Visiting students and their hosts must check-in and check-out, in person, with the on-duty faculty member in the dorm.

## 2.7.2. Common Room Visitation

In the *FIRST-FLOOR* common rooms below, Visitation does not require faculty permission but is subject to the following guidelines:

- Barton
- Crow Commons
- DeNunzio
- Harold Smith
- John Louis
- John Williams
- Louis Marx
- Rosenwald/Shumway

Monday through Friday, common room visitation is allowed from 2 pm until 15 minutes before curfew.

On Saturday and Sunday, common room visitation is allowed from 11 am until 15 minutes before curfew.

## 2.7.3. Dormitory Sleepovers

- Sleepovers are permitted only on Friday or Saturday nights and must be approved by the on-duty faculty (of both dormitories) at least one hour before the curfew of the host student.
- At their discretion, on-duty faculty may limit the number of sleepovers. A limit of three sleepovers (three students) per corridor is recommended.
- When ninth- and tenth-graders stay in a junior and senior dormitory, their earlier curfew still applies.
- Students spending the night must fill out a paper Sleepover Form, which requires signatures of faculty on duty in both the visitors' and the hosts' dorms. Copies of this pass must be posted on both visitor and host doors.
- The host dorm faculty member on duty must log the sleepover in the eSignout system.
- Day students must have parent/guardian permission to stay overnight in a dormitory; day-student sleepovers are permitted only on weekends, during inclement weather, or with permission of a dean for special events (Dance Showcase, etc.).
- Occasionally, students request sleepover guests who are unaffiliated with the Academy; in this case, an Overnight Guest Form (paper) must be completed and approved by a dean.
- Guests of college-age are *NOT* permitted to stay overnight in Deerfield dorms.

## 2.8. Alcohol and Drugs

The legal drinking age in the United States is twenty-one. The Academy forbids the use, purchase, attempted purchase, possession, distribution, and sale of alcohol and illegal drugs—in any form, even for students of legal age. Similarly, the Academy forbids the possession of equipment and paraphernalia, including vaporizers and electronic smoking devices, involved

in the use of prohibited drugs. Also forbidden is any material, such as synthetic urine, designed to circumvent drug/alcohol testing protocols or results. Students who choose to remain in the presence of others who are violating this rule—regardless of the level of their participation—may be subject to a disciplinary response.

*PLEASE NOTE: WHILE POSSESSION AND/OR USE OF MARIJUANA/CANNABINOIDS HAS BEEN DECRIMINALIZED OR LEGALIZED IN SOME STATES INCLUDING MASSACHUSETTS, THE USE AND/OR POSSESSION OF MARIJUANA/CANNABINOIDS CONTINUES TO BE PROHIBITED BY DEERFIELD ACADEMY.*

The Disciplinary Committee will consider possession or attempted purchase of any alcohol in excess of 1.5 liters as evidence of intent to distribute; for drugs, the Committee will follow MA state guidelines.

Students who use illicit drugs such as opiates or cocaine, those who abuse prescription psychotropic drugs, and/or those who mix multiple drugs or consume such drugs and alcohol simultaneously may be subject to immediate dismissal.

Students who are found to have participated in the sale of alcohol or prohibited drugs on campus may be subject to immediate dismissal.

### **2.8.1. Prescription Drugs**

The Academy forbids the misuse or misappropriation of prescription drugs. Misuse includes taking a prescription drug or being in possession of a prescription drug that has been prescribed for a different person. Misappropriation includes acquiring drugs from any source other than the student's healthcare provider or the Health Center; it also includes cases when a student provides a prescription drug to another student who is not the intended recipient. Psychotropic medication, a class of medication that requires special supervision in a boarding school environment, may only be used in strict accordance with the Psychotropic Medication Policy, which is available upon request from the Health Center.

## **2.9. Online Behavior, Devices, and Privacy**

Students are subject to the Academy's rules—and potential disciplinary response—for both offline and online activities. We recommend that students manage their online privacy settings carefully and review the Academy's Acceptable Use Policy.

We require that students:

- Never send, solicit, or share nude or compromising photos or content.
- Never impersonate or adopt another person's identity or gain access under another user's account or identity.
- Never post anonymously.

- Never post sensitive information: ID numbers, addresses, birthdates, or other details that could enable identity theft or put people at risk.
- Report online bullying or harassing behavior to a Designated School Official (DSO) immediately.
- Ask permission to record classes, meetings, or private conversations.

Students should recognize that community members have varying degrees of comfort with their words and images being captured and/or posted online; they should consider others' privacy and exercise discretion when recording and sharing material. In this vein, wearable computing devices, hidden cameras, and other devices designed for surreptitious recording are prohibited. Students operating remotely controlled or automated cameras (e.g. GoPros, helicopters, timelapses, etc.) should exercise special care to protect the privacy of others. Drones may only be used with explicit permission from a member of the Student Life Office, obtained at least 24 hours in advance.

## **2.10. Theft**

Theft—including using others' possessions without explicit prior permission—is a major rule violation at Deerfield. Students must be clear on this standard and recognize that the unauthorized use of someone else's information (including login credentials), clothes, bicycle, scooter, etc. is considered theft.

## **2.11. Open Flame, Fire Safety Equipment**

The burning of anything (tobacco products, incense, candles, etc.) poses a serious risk to all occupants of a building and is prohibited. Open flame, including the lighting of matches or lighters, in any building, except under the supervision of an employee, is also prohibited. Inappropriate use of fire extinguishers, emergency lights, smoke or heat detectors, or fire alarms presents a significant safety risk and will be considered a disciplinary matter.

Students are not permitted to possess gas grills on campus. The storage and use of charcoal grills require employee permission and supervision.

## **2.12. Weapons**

Firearms, weapons (including knives), ammunition, fireworks, or other explosives are prohibited.

## **2.13. Keys, Keycards, Unauthorized Access**

Unauthorized entry or the unauthorized use or possession of an Academy key or keycard is forbidden. Propping of locked doors to provide unauthorized access is prohibited.

To ensure the security of dormitories and other shared spaces, OneCards must be deactivated immediately (via DAinfo) if lost or stolen. Replacement cards can be procured from the Finance Office or Security Office; there is a \$10 fee for replacement, but no Accountability Points are assessed.

Out of a concern for security and safety, students should take care to protect and keep track of keys. Those who lose their room keys will be assessed seven Accountability Points and charged \$50.00 for replacement. Students who place repeated calls to Security for lockouts will be assessed two Accountability Points for each call. Seniors who do not return their keys at the end of the year will be charged \$100.00. Returning students who do not return their key at the end of the year will have seven APs added to their spring term totals, and any resulting Sanctions will be served the following fall.

## **2.14. Fake IDs**

False forms of identification and the use of others' identification with an intention to deceive are prohibited.

## **2.15. Repeated Failure to Meet Obligations & Expectations**

Students who repeatedly miss school commitments or display behavior disrespectful and unbecoming of the Academy may face disciplinary action up to and including dismissal. When a student's general citizenship and demeanor repeatedly fall below the Academy's expectations, a faculty review may result in a recommendation to the Head of School, Assistant Head of School for Student Life or Dean of Students for disciplinary response, up to and including suspension or dismissal.

A continued accumulation of minor infractions or incidents of personal misconduct—including the accumulation of Accountability Points—may also be considered a violation of a major school rule.

# **3. PERSONAL CONDUCT**

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## **3.1. Gender at Deerfield**

Deerfield welcomes and seeks to affirm students of all genders. Gender Support and Gender Communication Plans, which outline options available to gender non-conforming and gender-expansive students, are available in dorms, the Health Center, and with advisors.

We aim to treat students according to their gender identity and to apply policies accordingly. Acknowledging the constraints of our remaining gender-

binary structures, the Academy strives to make thoughtful and supportive accommodations for gender non-conforming and gender-expansive people.

## **3.2. Attendance**

### **3.2.1. Classes**

The Academy places great emphasis on class attendance. We assume that students who come to Deerfield do so with purpose and that they will be conscientious in meeting all obligations. Families should not schedule medical appointments, vacations, visits, or other events that conflict with academic commitments, assessments, or standardized testing.

If a teacher is detained or not in class, students should wait for ten minutes past the normal start time of the class and then report the faculty absence to the Dean of Faculty.

### **3.2.2. The 20% Rule**

When, for any reason, excused or unexcused, a student has missed 20% or more of the meetings for a given course, during a given term, Deerfield may withhold credit for the course for that term or may compel the student to move to pass-fail status for the term. (Pass-fail status is determined by the Academic Dean's Office and cannot be initiated through student or family request.)

When, for any reason, excused or unexcused, a student misses more than 20% of all course meetings during a given term, Deerfield may require that student to go on leave until the beginning of the subsequent academic year. No academic credit is granted for the term in question.

### **3.2.3. Conflicts**

Students must adhere to the published term-end schedule. The Academic Dean's Office will accommodate conflicts for illnesses, medical issues, or emergencies as determined by the Health Center and Student Life Office. Requests for changes to the term-end schedule for personal convenience will not be approved. All term-end travel arrangements must be made to align with the completion of each term: after Friday at noon.

### **3.2.4. Cocurriculars, Meals, School Meetings, and Events**

Attendance is taken on several occasions outside of class. Cocurriculars, sit-down meals, School Meetings, and Academy events are required for all students, as are other obligations as assigned. From time to time, with the approval of the Curriculum Committee, faculty may designate required events as an alternative to class time.

### **3.2.5. Day Students**

If a day student must be absent due to illness, a parent or guardian must notify the Health Center prior to 8:30 am.

Absences for any other reason should be communicated directly to the Student Life Office.

### **3.2.6. Attendance Taken**

All teachers submit daily online reports of student absences; they take attendance only and do not assign or excuse Accountability Points. Faculty cannot adjust attendance or eliminate APs—even when there is certainty that the absence will be excused. The Student Life Office determines which absences are excused; errors and/or requests for clearance must be submitted to the Class Dean within three school days of the absence.

### **3.2.7. Excused Absences**

#### **3.2.7.1. MEDICAL EXCUSES**

##### **MEDICAL EXCUSES FOR CLASSES, MEALS, OR OTHER REQUIRED EVENTS**

If students are too sick to go to class, sit-down meal, or another required activity, they must arrive at the Health Center at the beginning of the timeframe for which they wish to be excused for medical reasons. If a class is missed, students should inform the teachers that they were in the Health Center. If unable to complete or to hand in any graded assignment when medically excused from class, students should notify their teachers as soon as possible to acknowledge that assignments will be late and to clarify when assignments can be completed. Students who miss class due to illness may not participate in their cocurricular activities that day, except at the clinical discretion of the Director of Medical Services. Other considerations include:

- Students ill enough to miss the majority of their classes should expect to spend the night in the Health Center.
- Students ill enough to miss at least one class, two days in a row, should expect to spend the night in the Health Center.
- Students sick enough to miss any class on Friday should expect to spend Friday night in the Health Center.

##### **MEDICAL EXCUSES FOR COCURRICULAR ACTIVITIES**

Sick or injured students may be excused from cocurricular activities only by a school nurse or physician. In such cases, students are expected to communicate with their cocurricular supervisors. In certain cocurricular activities where the unexpected absence of a student may create a hardship for the group, it is important that the student notify the appropriate adult in a timely fashion. Failure to notify the adult before the beginning of the

occurricular time period may result in invalidation of the medical excuse, and the student may receive Accountability Points.

### **3.2.7.2. COLLEGE VISITS AND NON-MEDICAL EXCUSES**

Students are permitted to miss a combined total of five class days for college visits, approved Pursuits of Excellence, or other commitments approved by the Student Life Office.

Juniors and seniors are encouraged to schedule college visits during the summer or other school vacation times. The Academy allows seniors to miss class days—of the total five—to visit colleges. Requests require approval from the student’s college advisor and Class Dean; requests should be submitted at least three days in advance by selecting “College Visit” in the electronic signout system. (Please note that choosing this option will automatically create an Overnight Permission request, if applicable, so students do not need to submit a separate form.)

### **3.2.7.3. PURSUIT OF EXCELLENCE**

Attendance in class is essential to individual academic success and community health. However, when appropriate opportunities to pursue excellence arise, Deerfield may allow students to miss class.

To be eligible to petition for Pursuit of Excellence, students must:

- Remain in good academic standing;
- Maintain solid citizenship, including strong attendance;
- Demonstrate extraordinary accomplishment in their areas of excellence; and
- Receive invitations to pursue extraordinary opportunities.

In petitioning, students must establish:

- Ways an event furthers their development of excellence;
- What they have done to qualify for the opportunity;
- That the opportunity has resulted from a rigorous selection process; and
- That there is no way to engage in the opportunity without missing school.

Interested students should petition by selecting “Pursuit of Excellence” in the electronic signout system. (Please note that choosing this option will automatically create an Overnight Permission request, if applicable, so students do not need to submit a separate form.) The form should be completed as soon as an opportunity arises and no later than three days prior to the event; late submissions will result in four or more APs. A subcommittee of the Curriculum Committee reviews all petitions. The Office of the Academic Dean notifies students of decisions and, when petitions are approved, notifies classroom teachers. Students are expected to make up all missed work without requesting extra help from teachers.



#### **3.2.7.4. OTHER REQUESTS TO MISS CLASSES**

If students must miss classes for unavoidable commitments (e.g. job interview, funeral, wedding, etc.) they should request permission by selecting "Request to Miss Classes" in the electronic signout system. (Please note that choosing this option will automatically create an Overnight Permission request, if applicable, so students do not need to submit a separate form.) The form should be completed as early as possible; late submissions may result in four or more APs.

#### **3.2.7.5. RELIGIOUS OBSERVANCES**

Students missing classes or assignments for religious observances should inform teachers in advance. Teachers should set a reasonable schedule for completion of assignments and/or assessments. When students have multiple assessments during a period of religious obligation, a staggered set of due dates in the days following a holiday may be required. This policy does not apply to holidays that fall on a single day of the weekend.

### **3.3. Dress Code**

The dress code is a shared experience and an everyday practice that signals seriousness of purpose and mutual respect within our community. It promotes understanding of the often-unwritten rules for the adjustment of attire based on setting. Dress code represents a standard of formality while providing room for personal expression and inclusion of our diverse identities and cultures.

Deerfield employees are expected to hold students to these guidelines; when students are reminded that they are out of dress code, they are expected to comply quickly and respectfully with the faculty/staff member's request to change into appropriate attire.

We are eager to support students whose cultural, religious, and gender identities extend beyond our current dress code. In addition, the Academy is ready to support students for whom the dress code imposes undue financial burden. Advisors and members of the Student Life Office are available to discuss alternatives and accommodations.

#### **3.3.1. Formal Dress for Fall and Spring Terms:**

All Deerfield students must wear:

1. A blazer or sportcoat (with lapel)
2. An appropriate top
  - Collared shirt
  - Blouse
  - Dress
3. An appropriate bottom layer

- Pants
- Shorts
- Skirt
- Dress

### **3.3.2. Additional requirements:**

Boys are required to wear neckties with a collared shirt, tucked in; golf shirts may not be worn with a tie. T-shirts and athletic tops may not serve as blouses.

Bottom layers should be of a length that supports full and comfortable participation in all school-day activities. Leggings and tights may be worn as a bottom layer, if paired with shorts, skirts, or dresses.

Clothing inconsistent with a formal academic atmosphere is not permitted: this includes blue denim pants, denim jackets of any color, sweatpants, yoga pants, crop tops, athletic attire, and hooded tops.

Hats are not to be worn in academic buildings or in the Dining Hall at any time, except as part of a student's religious or cultural tradition.

All students are expected to adhere to basic standards of hygiene and grooming. Neatly-trimmed facial hair is permitted.

Formal Dress must be worn (not carried) in the Dining Hall and in all academic buildings during the entire class day—regardless of individuals' schedules.

Formal Dress may also be required on occasions designated by the Head of School or the Assistant Head of School for Student Life.

### **3.3.3. Winter Term: Casual Dress**

While our Formal Dress serves to promote the principles above, we also recognize the practical challenges students and employees face as they strive to uphold dress code and maintain Deerfield's rigorous pace of life, particularly in the winter.

To assist with these challenges, we adopt a different standard of dress in the winter. During the timeframe between the end of winter break and the start of spring term, dress for all classes and meals (except Sunday dinner, which requires Formal Dress) shall be "Casual Dress." Students are asked simply to dress appropriately; torn or ripped garments and athletic apparel—including sweatpants and yoga pants—are prohibited. Leggings and tights may be worn if paired with shorts, skirts, or dresses. Clothing choices should allow full and comfortable participation in all school-day activities.

### **3.3.4. Free Dress**

After the class day is over, for athletics travel, during end-of-term examination periods, and on vacation travel days, students' clothing choices are unrestricted.

## **3.4. Sit-Down Meals and Dining Hall Guidelines**

### **STUDENTS SHOULD ARRIVE ON TIME.**

- Upon arrival at the Dining Hall, students should wait in the lobby until the four main doors to the dining room are opened.
- Anyone wishing to use the salad bar must do so before the start of the sit-down meal.
- Students should be at their tables before the Director of the Dining Hall begins the meal. At this time, all motion in the Dining Hall stops; if not at a table, students should stop and remain still.
- Most tables have one faculty member and nine students. If the capacity of the table is exceeded (e.g. guests), the table head may excuse a student to eat at another table in the Dining Room—rather than eating downstairs.

### **STUDENTS SHOULD EXERCISE GOOD MANNERS.**

- No one should begin to eat until everyone at the table has been served.
- No one should eat and talk at the same time.
- Food should be passed around—not across—the table.
- Use “please” and “thank you.”
- Take one serving at a time.
- Whoever finishes a dish or beverage should offer to replenish it.
- Students should request permission to leave the table for any reason.
- Be thoughtful and considerate; conversations at the table should be of general interest.

### **STUDENTS SHOULD BE DRESSED APPROPRIATELY.**

- Blazers and sportscoats may not be removed unless the director of the Dining Hall grants permission.
- Second waiters may remove their blazers/sportscoats when performing waiting duties.

### **WAITING, KITCHEN DUTIES**

All students take turns waiting tables in the Dining Hall during sit-down meals. Students typically serve as waiters for at least two table rotations a year. Each lasts approximately three to four weeks. If, for any reason, your dietary needs or preferences conflict with waiting or kitchen duties, please speak with your table head or the Director of the Dining Hall.

Guidelines for waiters are as follows:

- First waiters should arrive approximately fifteen minutes before the start of the meal.

- First waiters are responsible for setting and bringing food to the table.
- Second waiters are responsible for clearing the table after the main course and dessert.
- Dinner plates may be passed, individually, around the table to the waiter.
- Plates should not be scraped at the dining table; scraping should occur at the waiter stand.
- If a waiter is not present for any reason, or cannot wait, the next student on the table roster is the substitute.

#### THE PARKER ROOM

- The downstairs dining hall (the Parker Room) is only for people not assigned to an upstairs table.
- Student Dining Hall crews may eat in the Parker Room before starting their work assignments.

### 3.5. Possession, Use of Tobacco/Nicotine

Students are not permitted to use or possess tobacco or nicotine of any kind in any form. If a student violates these rules:

- The first offense will result in a Letter of Reprimand, seven hours of work detail, and a follow-up with the Health Center to review the health implications of tobacco/nicotine use and to assess current impact.
- A second offense will result in a Disciplinary Committee hearing.

Deerfield is a smoke-free campus. Guests may not smoke or use vaporizers anywhere on Academy grounds. Deerfield hosts should monitor their guests' adherence to this rule.

Students found to have used nicotine will thereafter be tested exclusively for that substance in accordance with the Academy's prospective testing policy.

### 3.6. Cell Phones

Students with cell phones are required to [provide their numbers to the Academy for the emergency notification system](#). Failure to do so will result in Accountability Points.

Students are required to be present, responsive, and available to others. "Heads down," or engrossing activities (calls, games, Snapchat, text) are not permitted while walking the campus or at any time when in the presence of others except in dormitories, the Greer, the Fitness Center, the Day Student Lounge, and the Koch Café. While not prohibited, we encourage students to apply this same "heads up" standard to the use of headphones and earbuds.

All cell phone use in the Dining Hall is prohibited—including the lobby and Parker Room, even during walk through meals. (Students should leave their phones in their school bags during meals.) Use of cell phones during

community gatherings (e.g. School Meetings, performances, and Academy events) is also prohibited.

Students must respect requests to remove cell phones from situations where privacy is a concern, particularly locker-rooms and bathrooms, faculty residences, the Health Center, and others' dorm rooms.

Additionally, it is expected that all students carry their cell phones with them when travelling beyond Old Main Street of Deerfield.

Inappropriate use of a cell phone may result in a one-day confiscation. Repeated infractions can result in longer confiscations.

### **3.7. Taking Advantage**

As a community, our emphasis on character and mutual respect makes the concept of "taking advantage of someone" an unacceptable behavior. Behaviors that harm others, hinder others' access to opportunity, or provide an unfair advantage in competitive situations are examples of this type of behavior and are unacceptable.

### **3.8. Fundraising, Sales, and Gambling**

The Academy maintains relationships with several not-for-profit organizations and limits on-campus fundraising efforts only to those organizations. Academy resources—including Deerfield's name, photographs, slogans, logos, websites, and printing/ mailing facilities—should not be used to fundraise for other organizations.

Only approved clubs and cocurricular groups may conduct sales and fundraise on campus; all fundraising and sales activities, including those conducted by and for individual students, require approval of the Student Life Office—and both approval and supervision of the club/cocurricular advisor. Gambling for money is prohibited.

### **3.9. Clubs and Groups**

Approved clubs at Deerfield, registered with the Student Life Office, can receive important benefits, such as:

- permission to conduct fundraising activities
- ability to reserve meeting spaces
- promotional assistance
- support for supplies, food, and transportation
- assistance in sponsoring events such as documentaries, feature films, and outside speakers
- permission to distribute publications
- permission to schedule items on the Academy calendar

Groups that do not register as clubs do not have these permissions and benefits.

Registered clubs must have open meetings and at least one school-affiliated advisor.

Student publications of any kind must be reviewed and approved by a club advisor before publication and distribution.

Exclusive or secret societies are not permitted. Any student who belongs to an exclusive or secret society will be required to resign from any leadership position at the Academy and may face disciplinary action.

## **3.10. Use of Academy Resources**

### **3.10.1.1. LOGOS, PHOTOS, AND OTHER INTELLECTUAL PROPERTY**

Students must request permission from the Communications Office for any use of Deerfield Academy's name, logo, seal, photographs, or other official materials.

### **3.10.1.2. LOCKED DOORS**

Secured external doors (including fire exits) may not be used by a student except during a drill or emergency. Tampering with the locked doors may lead to disciplinary action.

### **3.10.1.3. COMPUTERS**

Students who misuse technology resources are subject to disciplinary action. While it is impossible to delineate all the inappropriate uses of computing systems, common sense and respect for others are paramount.

Misuse of computers, the school's network, or other information resources including—but not limited to—anonymous postings, inappropriate use of social networks, apps, and mobile devices, may violate school rules and can constitute a breach of integrity. Examples of misuse of technology include but are not limited to the following:

- Gaining unauthorized access to any computer or computer system
- Tampering with any files or data stored on an individual computer or on the network
- Use of computer or network resources to the extent that it limits others' access
- Possession and/or sharing of inappropriate or offensive material
- Vandalism of computer hardware including theft, damage or disfigurement, and manipulation of computer software, especially when this impedes the academic work of others

The [Laptop Use Agreement](#) and the [Acceptable Use Policy](#) further govern student usage of computers and technology on campus.

#### 3.10.1.4. LIBRARY USE

In fairness to other users and out of respect for the institution, library materials must be recognized as common and vital property of an academic community. Hence, all rules concerning the checking out of circulating materials and limitations on journals, magazines, newspapers, and reference materials must be observed. Any action that unfairly limits access to library resources or any willful defacement or destruction of library materials is a breach of academic integrity.

### 3.10.2. Vandalism

Purposeful destruction or damage to school property or the property of an individual will not be tolerated. Included in this rule is the expectation that students will respect others' personal space and belongings.

*PLEASE NOTE: ANY POSTINGS ON CAMPUS MUST INCLUDE THE NAME OF THE AUTHOR AND, IF DIFFERENT, THE PERSON POSTING.*

## 3.11. Common Rooms and Shared Spaces

Particularly in shared spaces, students should be aware of and receptive to the feelings and needs of others. Some activities can be isolating or offensive (regardless of intent) and may create an unwelcome or threatening environment. For example, misogynist themes and racially-charged language are pervasive in some video games and music. Requests from others to adjust behavior should be respected.

### 3.11.1. Empty or Open Rooms

On occasion, dormitories may contain rooms that are unassigned, empty, or await the return of a student who is away. Such rooms are off-limits.

## 3.12. Dormitory Room Guidelines

- The following items are not permitted in student rooms: refrigerators, televisions, projectors, 3D printers, laser cutters, offensive posters/pictures, references to drugs and alcohol, and pets (except fish).
- Furniture provided by the Academy must remain in student rooms; requests for removal may be made to the Student Life Office.
  - Desk chairs are an exception: they may be removed from student rooms if they are replaced with fire-code-compliant (see Section 5.10) alternatives. To request removal of an unused desk chair, contact the Student Life Office.
- Beds may not be dismantled nor may they be elevated on desks and bureaux.
- When rooms are unoccupied, all lights should be turned off.

### **3.13. Gaming Systems and Monitors**

- Ninth Graders must store gaming systems with faculty residents. Use is restricted to weekends, in common rooms only.
- Tenth Graders must store gaming systems with faculty residents. Use is restricted to weekends, in common rooms and individual dorm rooms.
- For Juniors and Seniors, possession of gaming systems in individual dormitory rooms is allowed but *STRONGLY DISCOURAGED*, as it tends to prevent effective study habits for the student(s) who live(s) there.
- All students should understand that possession of large monitors (beyond 27") and gaming consoles can turn dorm rooms into social spaces, inviting frequent distractions and difficult conversations with friends.

### **3.14. Guests, Service Providers, and Family Visits**

Students wishing to host guests who are unaffiliated with the Academy must first obtain permission from their Class Dean or the School Officer in Charge (SOC). Students are responsible for ensuring that their guests comply with Academy rules and guidelines.

Families visiting dormitories should contact Security (not faculty residents) for access; doors should not be propped or held open.

Service providers (e.g. cleaners, hair stylists, aestheticians, masseurs, photographers) are not permitted in dormitories at any time.

Students should notify Security if they observe unfamiliar persons inside dormitories.

### **3.15. End of Workday and Adult Availability**

Students should acknowledge that most Academy employees work Monday-Friday, from approximately 9am-4pm. Students should not expect responses to requests of administrative departments or other campus services outside of these times.

After 4pm, the Academy clearly defines which employees are on-duty and available to students. Students should consult the duty-rosters available on [The Bulletin](#) and should respect the boundaries of those employees who are not on duty.

At all times, the current School Officer in Charge (SOC) is listed on the duty roster and can be reached by email and phone. In addition, Security can be contacted at any time.



## **4. LEAVING CAMPUS**

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### **4.1. Definition of Campus**

The Deerfield Academy campus includes the area bounded on the west by the Deerfield River, on the east by Routes 5&10, and extending north to Round Pond Road (the Large Loop) and south to Wells Cross Road. Non-employee private residences—even within these limits of campus—are considered “off campus.”

Travel on Pine Nook Road to the Rock, and travel to Richardson’s, Bittersweet Bakery Café, and to the Williams Sugar House via Wapping Road are considered “on-campus.”

After 7:45 pm, students are not allowed on the Lower Level or in the Meadows.

### **4.2. Cars**

Boarding students are not permitted to operate motor vehicles unless accompanied by their parents/guardians or authorized by a Class Dean. Boarding students may not have cars on or near campus while school is in session.

A boarding student is not permitted to ride with a day student at any time, except as part of an approved overnight request. In addition, a boarding student may not ride with anyone who is under the age of 21, unless the student has received permission from parents/guardians as part of an approved overnight request.

Students may not ride bicycles on state or federal highways, including Routes 5 & 10, except when authorized by an employee, a dean or the Assistant Head of School for Student Life.

Ride sharing services (e.g. Uber, Lyft) prohibit riders under 18 as a matter of policy. Hitchhiking and train-hopping are prohibited.

### **4.3. Off Campus Sign-out**

#### **4.3.1. Nearby Private Residences**

Visits to non-employee, non-day-student residences—no matter their proximity to campus—require signout, permission of the property owner, and class dean permission, for each visit.

### **4.3.2. Day Trips**

Students may travel to South Deerfield, Greenfield, Hadley, Northampton, or Amherst only after properly signing out online. For trips beyond those cities, advance approval from the SOC is required. A violation of off campus sign-out procedures is a breach of trust, and the revocation of sign-out privileges is the minimal response.

Students travelling on approved "Pursuit of Excellence" or college visits do not need to submit an additional signout off campus; off-campus signout is included in the appropriate Pursuit of Excellence and College Visit forms.

#### **4.3.2.1. STUDENT ACTIVITIES TRAVEL**

Student Activities occasionally provides transportation for day trips to destinations such as Greenfield, Hampshire/Holyoke Malls, and the Salvation Army. For these trips, signout is required for all students, including day students.

### **4.3.3. Weekend/Overnight Trips**

Students must submit weekend/overnight plans by 10:15 pm on the Wednesday prior to departure. As in all situations, we expect and rely on the honesty of Deerfield students; providing travel information that is false, misleading, or intentionally incomplete is a breach of trust.

- Weekend/overnight requests are submitted and approved online; they may be retrieved for printing through DAinfo.
- Approved weekend slips must be affixed to students' dormitory room doors.
- Students who are away from campus for the weekend are due back for sit-down dinner on Sunday evening.

The above procedures still apply to students travelling on approved "Pursuit of Excellence" or approved college visits.

#### **EXCEPTIONS AND LATE REQUESTS**

- Students who submit their requests after the Wednesday deadline but before Friday at 9am will receive four APs.
- After 9am Friday, all requests for overnights should be submitted to the School Officer in Charge (SOC) at 413-772-9070. Five APs will be assigned.
- A student may not miss class in order to accommodate weekend travel plans. Special permission may be obtained from Class Deans if unusual circumstances warrant an exception.
- Permission to return late must be obtained from the Student Life Office prior to departure for the weekend

If students do not comply with the above procedures, they may be placed on restrictions, and/or their weekend privileges may be revoked.

#### **4.3.3.1. PARENT/GUARDIAN PRE-APPROVAL**

The Parent/Guardian Permissions and Release Form is used by the Student Life Office to confirm that a student has permission to leave campus for an overnight visit. During school vacations, when a student is required to leave campus, the Student Life Office assumes parent/guardian approval.

Every year all parents/guardians must fill out the Permissions & Release Form and return it to the Student Life Office. Until the Student Life Office has received a completed form, parent/guardian permission is needed for each overnight visit—even travel home. Such permission must be received by the Wednesday prior to scheduled departure. Parents/Guardians may change their children’s Permission and Release Form at any time during the year by contacting the Student Life Office.

If deans are concerned about a student’s weekend plans, they may require specific parent/guardian authorization.

#### **4.3.3.2. CLOSED WEEKENDS**

There are designated closed weekends when all boarding students must remain on campus. These weekends are listed on the Deerfield Academy calendar. Please do not request travel/overnight exceptions on closed weekends.

#### **4.3.3.3. ALTERED PLANS**

If plans change while away from campus—or if plans are cancelled—students must notify the SOC and/or request approval.

#### **4.3.3.4. APPROVED LATE RETURNS/EARLY DEPARTURES**

When returning to campus after curfew, students should go directly to the Health Center for check-in and for an escort back to their dormitories by Security.

If students wish to depart from the dormitory before 5:30am, they should secure permission from their Class Deans.

#### **4.3.3.5. SWINGING DOOR**

While on weekend leave, it is not appropriate for students to return briefly to campus and to leave again without first requesting permission from the SOC at 413-772-9070.

#### **4.3.3.6. HOTELS/MOTELS**

Except during designated school vacations, a boarding student is not permitted to go to motels, hotels, or inns without adult supervision, even with parent/guardian permission.

## **5. HEALTH AND SAFETY**

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### **5.1. River Safety**

Access to the river is permitted only during daylight hours and at the discretion of Campus Security. The river may be declared “Off Limits” at any time via a notification placed at the top of the Bulletin.

Also:

- Check the Bulletin to ensure that the river has not been declared “Off Limits”
- Only competent swimmers should enter the water.
- Use the “buddy system” at all times.
- Be aware of water depths, floating and submerged debris, strong currents, and inclement weather.
- Wear life jackets when using watercraft.

### **5.2. Alerts**

All students must submit their mobile phone numbers for inclusion in the Academy’s emergency notification system—and should store the Security phone number (413-772-9880) in their contact lists for quick access.

Upon receiving an emergency notification—via text, email, or any other medium—students must immediately comply with instructions and procedures.

Students should familiarize themselves with emergency procedures posted in all dormitories, classrooms, and campus buildings—and they should take note of the location of emergency equipment and exits.

In the event of an emergency, call Security 413-772-9880 first, before dialing 911.

### **5.3. Sexual Intimacy**

Students should treat one another with respect and exercise thoughtful and appropriate decision-making in all their relationships. Understanding the unique nature of our residential setting, we ask that students refrain from sexual intimacy.

Responses to incidents of consensual sexual intimacy—including undress—are coordinated by the Student Life Office in conjunction with parents/guardians and the Health Center. The school may take action including, but not limited to, required counseling, meetings with advisors and discussions with parents/guardians. Repeated disregard for the Sexual Intimacy Policy may be grounds for a disciplinary response.

We address issues of human sexuality through special programs in classrooms, in dormitories, and in one-on-one conversations. Students with questions or concerns are encouraged to have discussions with their families, school counselors, Health Center staff, and/or advisors.

## **5.4. Definition of Consent**

In any sexual activity, students are expected to adhere to expectations—and laws—regarding consent, which is defined as affirmative, unambiguous, verbal, and conscious agreement to engage in a specific sexual activity. “Yes means yes” is our recommended guideline. Consent must be offered throughout an encounter and can be revoked at any time. Consent to one act on one occasion does not constitute consent for that act at any time in the future. Consent cannot be obtained by threat, coercion, or force.

## **5.5. Statutory Rape, Unwanted Sexual Contact**

In Massachusetts, a person can consent to intercourse at age 16, and can consent to being touched in their private areas at age 14. (The state defines intercourse as the penetration of another’s body cavity.) By law, students under those ages cannot consent to such activities. Students should be aware that underage sexual activity constitutes the crimes of Statutory Rape and/or Indecent Sexual Assault on a Child. It is never legal to engage in sexual contact without another’s full consent.

Any allegations of unwanted sexual contact and/or sexual contact involving underage students must be reported to the Assistant Head of School for Student Life or the Dean of Students. Anytime an employee of the Academy becomes aware, directly or indirectly, of an allegation of unwanted sexual contact and/or sexual contact between underage students, the state’s mandated reporter law requires that the allegation be reported to the Department of Children and Families. While anyone may do so, typically the Assistant Head of School for Student Life will lodge reports with the Department; other adults may also be obligated to make a report.

## **5.6. Sanctuary Policy**

Understanding the reluctance to ask for help when disciplinary measures could ensue, the Sanctuary Policy allows students to do so without invoking a disciplinary response. Helping a fellow student who has been compromised by the effects of alcohol or drugs may be life-saving.

The Sanctuary Policy is invoked when a student or a student’s peer makes the request, either in person or with a telephone call to the Health Center. At any time, but especially after curfew, when dormitories are locked and alarmed, students may request Sanctuary for themselves or another student. Security

will be asked to escort the student(s) to the Health Center. Even if an employee intervenes at some point after the initial phone call, Sanctuary will remain intact, and no disciplinary response will ensue.

If, during a Sanctuary admission, a student becomes unmanageable, disruptive, or threatening, that student may face a disciplinary response for their actions regardless of Sanctuary status.

Students who bring a fellow student to the Health Center for Sanctuary will not be liable for disciplinary action, and their identities will remain confidential.

Although no disciplinary action will result when students are granted Sanctuary, the Dean of Students will be notified. The Sanctuary event will not appear as part of the students' school records. Students will be required to inform their parents/guardians. In addition, they will undergo an assessment by a licensed, independent drug and alcohol counselor, at the parent's/guardian's expense. Two follow-up meetings with a member of the counseling staff will also be required.

If follow-up drug/alcohol assessments indicate that the student has a dependence on or addiction to alcohol or drugs, the primary and sole focus of intervention will be medical support and recovery. If the Health Center cannot support the students' medical needs and/or is significantly concerned about their health and safety within a boarding school environment, additional outside resources and/or a Medical Leave may be required.

### **5.6.1. Getting Help for Friends**

At ANY time, a student may identify to a dean any other students who may be struggling with drugs or alcohol—or who may otherwise be at risk. In this case, the students at risk would be admitted to the Health Center under Sanctuary, without a disciplinary response.

## **5.7. Drug and Alcohol Testing**

To ensure the health and wellbeing of our students, the Academy reserves the right to require drug and alcohol testing. Any time such testing is required by the Academy, refusal to submit a specimen will be interpreted as a positive result. The cost of drug and alcohol testing is the financial responsibility of parents/guardians and will be billed to the student's account.

## **DRUG TESTING FOR SUSPECTED USE**

- When employees suspect that students, due to their behaviors or circumstances, have been drinking alcohol or using drugs, deans or their designees may administer a breathalyzer test or bring the students to the Health Center where a urine sample may be collected. Further, a test will be required any time a student is found in possession of a vaporizer or other drug-/tobacco-/nicotine- related paraphernalia.
- Testing does not require the consent of parents/guardians.
- Collection of urine samples will proceed in accordance with the Health Center policy for such sample collection. Urine samples will be sent to an outside laboratory for processing, and the results will be reported to the Director of Medical Services, who will then share them with the Dean of Students.
- If the testing laboratory reports that a specimen has been tampered with or substituted in any way, the test will be considered positive.
- A positive test for alcohol or drugs will be interpreted as evidence a major school rule violation, and the students will be subject to disciplinary proceedings.

## **PROSPECTIVE, RANDOM DRUG TESTING AFTER A DISCIPLINE EVENT**

- Prospective, random drug testing is typically performed after a disciplinary event involving drugs and alcohol.
- Parents/Guardians and students are notified before prospective testing begins, but it does not require their consent.
- Health Center staff administer the testing. Collection of urine or Breathalyzer samples will proceed in accordance with Health Center policy, and results will be reported to the Director of Medical Services, who will then share them with the Dean of Students.
- If the testing laboratory reports that a specimen has been tampered with or substituted in any way, the test will be considered positive.
- A positive test for alcohol or drugs will be interpreted as evidence a major school rule violation, and the student will be subject to disciplinary proceedings.
- The duration of the prospective testing period will be determined by the Dean of Students.

## **DRUG TESTING DUE TO COMMUNITY CONCERN**

- When a pattern of behavior or circumstances is observed that raises significant community concern that a student may be abusing drugs or alcohol, the Dean of Students may require drug or alcohol testing.
- Testing typically involves a baseline test for drugs and alcohol followed by prospective, random testing as described above.
- When testing is done due to community concern, a positive result on the baseline test will not be treated as a disciplinary event. However, evidence of continued use of drugs or alcohol on subsequent random testing will be considered a violation of a major school rule, and the student will be subject to disciplinary proceedings.

## DRUG TESTING FOR MEDICAL REASONS

- When, in the course of providing medical or mental health care to a student, the Health Center or Counseling staff becomes concerned about the possible abuse of drugs or alcohol, the Director of Medical Services may require testing for drugs or alcohol including a baseline test and prospective, random testing.
- Parents/Guardians will be notified of such testing, but it does not require their consent.
- The results of such testing will be confidential, and a positive test will not result in disciplinary proceeding.
- The response to a positive test will be medical. Recurrent positive test results consistent with continued abuse of drugs or alcohol will likely result in a Medical Leave.

## 5.8. Extended Leaves

The Academy recognizes that there are occasions when a student may benefit from a leave from school to address a problem, while still remaining in good standing. Such a leave may be voluntary or required. A Voluntary Leave is initiated by a student or the family and must be approved by the Assistant Head of School for Student Life or the Dean of Students. A Required Leave is initiated by the Assistant Head of School for Student Life, the Dean of Students, or a designated representative.

Leaves may vary in length, though longer absences are more difficult to accommodate. For a leave, voluntary or required, return would not be automatic and would be subject to review based on criteria specified at the outset. In the case of an extended leave, repeating all or part of a school year may be necessary. It is not appropriate to use a leave of absence to postpone or otherwise interfere with any pending disciplinary proceedings.

The following descriptions outline typical forms of leave, although individual circumstances may require other responses:

### 5.8.1. Medical Leave

Medical Leaves might include those for severe or prolonged illnesses, significant injuries, especially those requiring major surgery, or psychological problems, including severe depression, suicidality, or eating disorders. A Medical Leave can be voluntary or required.

The Director of Medical Services convenes a Leave Committee, consisting of the Assistant Head of School for Student Life or the Dean of Students, Class Dean, Director of Studies, and the student's advisor, to determine the timing of and criteria for the student's return to school. While the student is on Medical Leave, the Director of Medical Services, psychologist and/or counselor will work with the family and, when appropriate, the student's healthcare providers at home. The Leave Committee will receive updates on the student's status while away on Medical Leave and, at the appropriate



time, will assess the readiness of the student to return from Medical Leave. Informed by a recommendation of the Leave Committee, the decision concerning the return from Medical Leave will be determined by the Director of Medical Services in consultation with the Director of Counseling and Assistant Head of School for Student Life or Dean of Students.

The degree of impact of a Medical Leave on a student's academic status will vary with the amount of class time missed, the timing in the academic calendar, and the point in the student's Deerfield career. The Academy will take steps to help the student make up missed work and, when reasonable and appropriate, to adjust expectations about the work necessary to complete a given course.

### **5.8.2. Personal Leave**

A Personal Leave may be granted at the request of the student and family or may be required by the Academy. The decision to allow or require a Personal Leave is made by the Assistant Head of School for Student Life or Dean of Students in collaboration with the Director of Studies, Director of Medical Services, and the student's advisor and teachers. At the start of the leave, criteria for return will be specified. Informed by a recommendation from this group, the decision concerning the return from Personal Leave will be determined by the Assistant Head of School for Student Life or Dean of Students and the Director of Studies.

## **5.9. Personal Property**

### **5.9.1. Automotive Registration**

Day students who drive to school must submit registration information to the Student Life Office for all vehicles being driven to campus. Cars should be parked in areas designated specifically for day student parking. Once parked, cars should not be moved until after the end of the academic day. Not parking in the designated area will result in APs; repeated parking violations will result in revocation of driving privileges and/or other disciplinary response.

### **5.9.2. Bicycles, Scooters, and other Personal Transportation Devices (PTDs)**

Any student who wishes to operate a powered or motorized personal transportation device—including ebikes, electronic scooters, one-wheels, and hoverboards—on campus must first receive approval from the Student Life Office.

Bike registration facilitates recovery if bicycles are lost or stolen. Bikes should be registered with the Security Office.

### **5.9.3. Renters Insurance**

The Academy recommends that students arrange for insurance coverage through their family's policy for belongings such as bicycles, cameras, and electronic equipment. Deerfield Academy is not responsible for a student's personal belongings and does not carry any insurance policy that provides coverage for them.

## **5.10. Fire Precautions and Drills**

### **5.10.1. Fire Safety Procedures — Dormitories**

If students smell smoke or hear the fire alarm, they should follow the steps below:

1. Close windows, open shades, and turn on lights.
2. Feel door surfaces before opening. If the door is warm, do not open it: signal for help from the window. If the door is not warm, exit quickly.
3. Proceed immediately to the nearest exit.
4. Leave doors open. (An employee may close doors as they confirm the complete evacuation of each space.)
5. Sound alarm if needed.
6. Go directly to the designated gathering place for roll call and instructions.
7. Upon authorization from fire marshal or designee, students may return to the dormitory.

### **5.10.2. Fire Code**

Employees (and students) have the obligation to remove—and the right to request removal of—any decoration, furnishing, or other possession that appears to compromise the health or safety of anyone. This can include furniture in rooms or corridors that blocks sightlines or is arranged in such a way that it hinders direct and rapid egress. Each student may have:

#### **WALL HANGINGS**

- One bulletin board no larger than 2 feet x 3 feet.
- Four "uncovered" paper decorations (maximum size 2 x 3 feet). All other flammable materials (posters, prints, etc.) must be framed under Plexiglas or glass that is at least 1/16 of an inch thick.
- All nylon, plastic, and cloth wall hangings are prohibited unless framed and under glass or Plexiglas.
- Decorations in rooms may only be hung from vertical surfaces and may not be hung over windows or doorways.
- Nothing may be hung from sprinkler heads or piping.
- Flammable materials, even if fire treated or framed, are not permitted within two feet of any doorway.

## FURNISHINGS

- One piece of stuffed, upholstered furniture (not including a padded desk chair) per room. Students found to be in violation of furniture limit restrictions will be charged for the removal and disposal of the extra furniture. Purchase of Fire Code Compliant desk chairs can be facilitated through Hitchcock House.
- All upholstered furniture, including desk chairs, must be in compliance with the State of California Bureau of Home Furnishings and Thermal Insulation Technical Bulletin Number 117. The following label must be affixed to any upholstered furniture for use in a Deerfield dorm: *NOTICE: THIS ARTICLE IS MANUFACTURED FOR USE IN PUBLIC OCCUPANCIES AND MEETS THE FLAMMABILITY REQUIREMENTS OF CALIFORNIA BUREAU OF HOME FURNISHINGS TECHNICAL BULLETIN 117.* Furniture without this tag will be removed and disposed of immediately by the Physical Plant and students will be charged for removal and disposal.
- Polystyrene (bean-bag) chairs are prohibited.

## ELECTRICAL APPLIANCES

- Electrical appliances for cooking or heating (including sunlamps, hotpots, coffee makers, or space heaters) are not permitted in student rooms, corridors, bathrooms, or common rooms, unless approved by the Director of Safety and Security and the Dean of Students.
- Irons are permitted for use in common rooms only.
- Blow dryers and flatirons are permitted but should be unplugged immediately after use.
- No electrical string lights (i.e. holiday, decorative) of any kind are allowed.
- No lava lamps.
- Extension cords must be of heavy-gauge wire with a three-prong (grounded) plug and carry only one outlet. If additional outlets are needed, the use of a pre-wired multiple outlet strip with a circuit breaker is required.
- Halogen lamps and other high intensity lamps in excess of 100 watts are prohibited.

## OTHER CONSIDERATIONS

- Bicycles and other personal belongings may not be stored in corridors or stairwells.
- Dormitory room doors must be unlocked when people are in the room.

## PROCEDURES FOR FIRE CODE INSPECTIONS:

Designated fire code inspectors will visit student rooms and common areas regularly, but faculty residents bear principle responsibility for student adherence to the fire code. The procedure for reporting and following up on a violation is as follows:

1. When an inspector observes a fire code violation, the student receives a written warning, and a follow-up report is shared with the deans and resident faculty.
2. Upon notification, the student must correct the problem immediately. The faculty resident should confirm that the violation has been addressed.

3. For a repeat violation, the student receives APs that accumulate for each day that the violation continues. Ongoing violations may result in additional disciplinary action.

## **5.11. Anonymous Reporting**

Deerfield Academy encourages the reporting of any activity that employees, students or parents/guardians believe in good faith may violate any federal or state law or regulation. To encourage this reporting, the Academy and its Board promise that they will not take retaliatory action against anyone who submits a report in good faith. In addition, the Academy and its Board will not disclose the name of any individual who makes such a report except on a strict "needs to know" basis.

Call 866-427-8492 (24 hours a day, 7 days a week) to report questionable activity. This number is staffed by non-Academy personnel. Reports will be referred to the Chair of the Trustee Audit Committee who, along with the President of the Board, will investigate. Reports will be dealt with promptly and discreetly. The investigation of anonymous reports will necessarily be limited by the inability to consult with the individual who filed the report.

Please note that the Academy Mistreatment, Bullying, and Harassment (Section 8) lists additional reporting requirements and protections for those who report bullying and harassing behavior.

## **6. DISCIPLINARY PROCESS**

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Responses to infractions vary, but we expect students to understand that they are accountable for their actions.

### **6.1. Discipline Committee (Major Rule Violations)**

Though the Discipline Committee (DC) can serve a fact-finding function, it is not a court of law or a judicial mechanism. Rather, a hearing before the DC is an educational process meant to help students understand the rules, the reasons for them, the need for consequences when those rules are broken, and the opportunities for growth that can come from mistakes. The Discipline Committee is responsible for upholding the Academy's standards.

If a student is suspected to be in violation of a major school rule, a Discipline Committee is convened to hear the student's case. This Committee is composed of the following:

- Dean of Students, who chairs the committee and presents the case
- Class Dean

- three students and two faculty members selected from a pool of DC/AHC representatives
- Students facing a DC may identify up to one student member of the pool whom they wish to exclude from selection.

The Dean of Students votes only in the case of a tie among the other members of the Committee. A student’s advisor, though present throughout the hearing and deliberations, does not vote. Any students appearing before the Committee have the option of selecting a community member to serve as an advocate during the hearing. After the Committee has heard the facts, the student and advocate leave the hearing. Based upon clear and convincing evidence, and by majority vote, the Committee decides whether a major school rule has been broken. If so, the Committee then, again by majority vote, formulates a disciplinary response for consideration by the Dean of Students.

The Assistant Head of School for Student Life and/or the Dean of Students may alter this procedure and the constitution of the Committee when practical considerations—such as privacy, safety, or logistics—interfere.

## **6.2. Academic Honor Committee (Major Rule Violations)**

When faculty members suspect academic dishonesty, regardless of degree and/or nature, they must report it to their department chairs. If teacher and chair agree that a violation has occurred, the teacher informs the Academic Dean. The Academic Dean, at their discretion, may convene an Academic Honor Committee to consider the allegation and to hear the explanation of the student in question. The Academic Honor Committee is composed of:

- Academic Dean, who chairs the committee and presents the case
- Director of Studies
- three students and two faculty members elected from a pool of DC/AHC representatives

The Academic Dean votes only in the case of a tie. A student’s advisor, though present throughout the hearing and deliberations, does not vote. Additionally, the classroom teacher or Department Chair may be present for the hearing to help the Committee understand the disciplinary context. Any students appearing before the Committee have the option of selecting a community member to serve as an advocate during the hearing. After the Committee has heard the facts, the student and advocate leave the hearing. Based upon clear and convincing evidence, and by majority vote, the Committee decides whether a major school rule has been broken. If so, the Committee then, again by majority vote, formulates a disciplinary response for consideration by the Academic Dean.

The Assistant Head of School for Student Life and/or Academic Dean may alter this procedure and the constitution of the Committee when practical considerations—such as privacy, safety, or logistics—interfere.

### **6.3. Sexual Misconduct Response Committee (SMRC)**

If a student is suspected to be in violation of the sexual misconduct policy, a Sexual Misconduct Response Committee is convened to hear the case. The SMRC is composed of the following:

- Dean of Students, who chairs the committee and presents the case
- Class Dean
- Three trained faculty members

The Dean of Students votes only in the case of a tie among the other members of the Committee. At the request of the student, the advisor may be present throughout the hearing and deliberations, but they do not vote. Any students appearing before the Committee also have the option of selecting a community member to serve as an advocate during the hearing. Advocates who attend a hearing must agree that all matters discussed there are confidential.

When facts are in dispute—or when the Assistant Head of School for Student Life and Dean of Students determine it appropriate—the Academy may engage a third party. In such instances, the third party’s findings are reviewed in the hearing by the SMRC.

After the Committee has heard the facts, the student and advocate, if present, leave the hearing. Based upon clear and convincing evidence, and by majority vote, the Committee decides whether the sexual misconduct policy has been violated. If so, the Committee then, again by majority vote, formulates a disciplinary response for consideration by the Dean of Students and the Assistant Head of School for Student Life.

The Assistant Head of School for Student Life and/or the Dean of Students may alter this procedure and the constitution of the Committee when practical considerations—such as privacy, safety, or logistics—interfere.

#### **6.3.1. Interim Measures**

In the time between a report of sexual misconduct and the SMRC hearing, the Dean of Students or Assistant Head of School for Student Life may establish and implement “interim measures” for the parties involved. These measures may include—but are not limited to—adjustments to daily schedules, course changes, and other requirements designed to protect complainants without assuming guilt.

## **6.4. "16 Day" Rule**

Seniors forfeit the privilege of being on campus during graduation weekend if they...

- are found to have violated a major school rule during the final weeks before graduation; traditionally this interval has been 16 days, but the exact duration is at the discretion of the Dean of Students.
- have not fulfilled the academic requirements for graduation by the deadline for submission of senior spring term grades. In the case of a borderline failure that might be remedied by a make-up exam or exercise, the student will return to campus for the ninth-, tenth-, and junior exam period to complete said work.

In such cases, the student must depart campus by 5 pm on the Friday and Commencement Weekend.

In the 48 hours preceding Commencement, time constraints may preclude the convening of a Discipline Committee; in such circumstances an ad hoc group identified by the Dean of Students will be called to determine whether a major school rule has been violated.

In addition, the Head of School, at their discretion, may choose to delay the awarding of diplomas to students having been found in violation of the 16-day rule.

## **6.5. Walking Privileges at Commencement**

Seniors who fail to meet their academic obligations during spring term may lose the privilege of walking at graduation.

At spring midterm, a committee—comprised of the Dean of Students or Class Dean, Academic Dean's Office representative, and members of the Curriculum Committee—convenes to evaluate seniors. Concerns may include:

- Accumulation of AP's (Level 2 Sanctions or above)
- Lack of community engagement, or failure to meet expectations in residential life and/or daily commitments
- A drop of five or more points in a student's cumulative average
- A drop in course average of ten or more points in a single year-long course
- Any grade below 70%
- Employee concerns

If that committee identifies serious concerns, a formal communication is sent to the student and parents/guardians, setting expectations that must be met for the student to walk at Commencement.

The committee convenes again in the last week of the term and makes a recommendation to the Head of School. Seniors who have not fulfilled the academic requirements for graduation by the deadline for submission of senior spring term grades must depart campus by 5pm on the Friday of

Commencement Weekend. In the case of a borderline failure that might be remedied by a make-up exam or exercise, the student will return to campus for the ninth- tenth-and junior exam period to complete said work.

## **6.6. Academic Standing**

The Academic Standing Committee meets at the end of each term to review the records of those students who have experienced academic difficulties. It is co-chaired by the Director of Studies and composed of the Head of School, Academic Dean, Assistant Academic Dean, Class Deans, Dean of Students, Assistant Head of School for Student Life, Director of College Advising, Dean of Admission and Financial Aid, Director of Inclusion and Community Life, Director of Medical Services, Director of Counseling, Director of Information Technology, and Chairs of every academic department. The Academic Standing Committee recommends ways to help students strengthen their performance and determines how individual course failures may be addressed. The Academy, at the recommendation of the Academic Standing Committee, reserves the right to dismiss a student at any time for academic reasons.

## **6.7. Accountability Points (APs)**

The Accountability Point values include *BUT ARE NOT LIMITED TO* the following:

- Lost key (not keycard): 7
- Academic obligation: 4
- Academy Event: 4
- Cocurricular obligation: 3
- Sit-down meal: 2
- Sunday sit-down dinner: 3
- Waiting on table responsibility: 3
- School Meeting or other required meeting: 2
- Absence from a specially-scheduled assessment or standardized test: 4
- Failure to register cell phone number with Student Life Office: 3
- No show for vacation charter bus reservation: 2
- Failure to respond to email: 1
- Fire code violation: 1 (first offense), 3 (subsequent offenses)
- Dress code violation: 1
- Tardiness to a class: 1 or more

The failure to meet other obligations (e.g. handing in a required form, returning equipment, reporting for a work assignment, etc.) may also result in the assignment of APs. Additional Accountability Points may be assigned at the discretion of employees, who are encouraged to address students directly about expectations for behavior.



Students, advisors, and faculty residents (including associates) are notified when APs are assigned. Students are allowed three class days to contest APs with their Class Deans.

Repeated or excessive accumulation of APs may be treated as a violation of a major school rule and escalated to the Disciplinary Committee for response.

#### **6.7.1.1. SANCTIONS**

APs are totaled daily. At the end of each term AP totals reset to zero; Sanctions, however, carry over to the succeeding term when appropriate.

#### **LEVEL I — 12-16 APS PER TERM FOR NON-SENIORS — 17-21 APS FOR SENIORS**

Students who reach Level I Sanctions are required to attend study hall on Friday from 7:30-10:30 pm for two consecutive weekends. Parents/Guardians receive a copy of the Level I Sanction memorandum.

#### **LEVEL II — 17-24 APS PER TERM FOR NON-SENIORS — 22-29 APS FOR SENIORS**

Students who reach Level II Sanctions receive an additional two weekends of Friday study hall (to commence after the Level I Sanction is over). Parents/Guardians receive a copy of the Level II Sanction memorandum. In-season varsity athletes who reach Level II Sanctions are required to meet with the Director of Athletics and their coaches to review their status.

#### **LEVEL III — 25+ APS PER TERM FOR NON-SENIORS — 30+ APS FOR SENIORS**

Students who reach Level III Sanctions meet with their Class Deans to examine the problem, form a solution, and set limits for the remainder of the term. Upon reaching Level III Sanctions, in-season varsity athletes will not participate in—or dress for—the next game on the team schedule. Further, students will be subject to the following limits:

- Required weekend study halls and/or work hours
- Two weeks' early check-in for boarders (early departure for day students): 7:45 pm Sunday–Thursday, 8 pm on Saturday
- Loss of off-campus travel and sleepover privileges for two weeks.
- Ten hours of work detail

For additional support, counseling may be required. Students who fail to meet obligations after reaching Level III Sanctions will be liable for further discipline, up to and including dismissal. Students who accumulate Level III APs for a second time will face a Discipline Committee hearing.

### **6.8. Loss of Leadership Positions**

Student leaders should be aware that they set an example for the community. Student leaders found in violation of a major school rule will likely lose their leadership positions. Leadership positions affected by this rule include—but

are not limited to—proctors, peer counselors, team captains, club heads, student council members, cheerleaders, Captain Deerfield, etc.

## **6.9. Loss of Other Privileges**

At any time, and at their discretion, employees may remove privileges or assign duties from/to students in their charge as a form of heuristic discipline. Examples of this include:

- Confiscation of cell phone
- Loss of off campus privileges
- Loss of overnight privileges
- Loss of dormitory visitation privileges
- Assignment of additional waiting responsibilities
- Assignment of dormitory cleanup responsibilities
- Requirement for early check-in
- Loss of privileges to study outside the dormitory
- Assignment of Friday restrictions

## **6.10. Appeal Process**

If students feel that the disciplinary process was procedurally flawed or that new and salient information has come to light, they may—within seven days—ask the Assistant Head of School for Student Life to initiate an appeal. If one is granted, the Discipline Appeal Committee will be convened. That committee is composed of four faculty DC/AHC members, four senior student DC/AHC members, the student’s advisor and the Assistant Head of School for Student Life, who chairs the hearing. The appeal procedure is the same for both Discipline Committee and Academic Honor Committee hearings, and the Assistant Head of School for Student Life determines the school’s response based on the Committee’s recommendation.

## **6.11. Head of School Discretion**

At any time, the Head of School—in consultation with the Assistant Head of School for Student Life—may respond to inappropriate behavior by immediately dismissing a student or by imposing a lesser disciplinary response.

# **7. DISCIPLINARY RESPONSES**

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Most responses will include restorative practices, a plan designed to restore the student’s place in the Deerfield community; these practices are determined by the members of the DC on a case-by-case basis.

The manner in which students comport themselves—the accountability and honesty they show during the investigation and disciplinary process—will be weighed in determining the appropriate disciplinary response.

### **7.1. Letter of Reprimand**

With or without the recommendation of the Discipline Committee, a dean may issue a Letter of Reprimand in response to a student’s minor mistake or misbehavior. A copy is placed in the student’s file. A subsequent violation of the same or related rule would likely result in a hearing of the Disciplinary Committee and an elevated disciplinary response.

### **7.2. Disciplinary Warning**

At the recommendation of the Discipline Committee, or at the discretion of a dean, a student may be placed on Disciplinary Warning for a violation of a major rule with significant mitigating circumstances, for a serious lapse of judgment, or for a series of lesser infractions. Students remain on Disciplinary Warning through graduation; a repeated violation of the same or related rule(s) would likely result in dismissal from the Academy.

### **7.3. Disciplinary Probation**

At the recommendation of the Discipline Committee, a student may be placed on Disciplinary Probation for the violation of a major rule or for an accumulation of minor infractions. Students on Probation may choose to meet with a probation advisor, who can help them learn from their mistakes and develop the skills necessary to prevent recurrence. Through their behavior while on Probation, students must demonstrate that they have met the Academy’s expectations for citizenship.

Disciplinary Probation typically includes suspension. During suspensions, students forfeit the privilege of participation in all facets of school life.

Students remain on Disciplinary Probation through graduation. Violation of any major school rule during Probation would likely result in dismissal from the Academy.

### **7.4. Enrollment Review**

During Student Review, faculty may name students for Enrollment Review consideration. With the recommendation of the Discipline Committee or at the discretion of the Assistant Head of School for Student Life and the Dean of Students, a student may also be placed on Enrollment Review at any point in the year for a repeated and ongoing failure to meet Deerfield’s expectations. A Review Committee (the adults in the community who work most closely with

the student) is formed to monitor the student during this time. The specific nature of the concerns will determine the exact composition of the group; typically, some or all of the following adults are included: classroom teachers, faculty resident and/or advisor, cocurricular supervisor, Academic Dean, and Class Dean. The duration of a student's time on Enrollment Review may vary but will be no less than two complete terms.

The progress of students placed on Enrollment Review will be discussed by the full faculty at the end of each term. At the end of two complete terms, the Review Committee will make a recommendation for further action to the Assistant Head of School for Student Life and the Dean of Students.

As with Probation, a student on Enrollment Review is asked not only to change the negative behaviors and attitudes that caused concern but also to actively, positively, and demonstrably contribute to the school community. Failure to respond to this requirement will result in the student's dismissal. Similarly, students who violate a major school rule while on Enrollment Review will likely be dismissed.

## **7.5. Cocurricular Response to Major Rule Violations**

When found in violation of a Major School Rule, in-season athletes may immediately resume practice, but will not compete in—or dress for—the next game on the team schedule. Students involved in other cocurriculars may be subject to similar restrictions.

## **7.6. Drug and Alcohol Assessment**

A drug and alcohol assessment by a licensed, independent drug and alcohol counselor is required after a disciplinary event involving drugs or alcohol. The drug and alcohol counselor typically comes to campus to speak with the student. A written report is generated. Follow-up meetings with a member of the counseling staff are required to discuss and/or implement the recommendations of the assessment. The written report is shared with parents/guardians.

A drug and alcohol assessment is also a requirement after a Sanctuary admission to the Health Center (see Sanctuary Policy).

From time to time, the counseling staff or a dean may have concerns about a student and require an alcohol/drug assessment even if a violation of a school rule concerning alcohol or drugs has not been documented.

Whenever a drug and alcohol assessment is required by the Academy, compliance with all assessment recommendations is mandatory. The cost of testing/assessment is the financial responsibility of the parents/guardians and will be billed to the student's account.

## 7.7. College Notification

College notification requirements apply to any students who have been placed on Disciplinary Probation and/or Suspension at any time during their high school careers. The College Advising Office helps students manage the process of disciplinary reporting to colleges, universities, and scholarship agencies; practices are outlined in the Deerfield School Profile provided to all such institutions. College Advisors partner with and advise students in the college notification process.

Observance of the college notification policy is a matter of honesty.

## 7.8. Returning to Campus

Students who withdraw (facing disciplinary action) or are dismissed may not return to campus for one calendar year, except with the explicit permission of the Dean of Students.

# 8. MISTREATMENT, BULLYING, AND HARASSMENT

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All students at Deerfield should feel safe. When that is not the case, they should seek out *ANY TRUSTED ADULT* (advisor, faculty resident, cocurricular supervisor, teacher, counselor, etc.), who can offer support and guidance on available steps to address the mistreatment—regardless of its nature—and help make it stop.

The trusted adult to whom a student discloses mistreatment may be able to maintain the student’s privacy; in some cases, however, employees are required to report the behavior directly to the Department of Children and Families or to a member of the Student Life Office, who will then file the report.

If students feel that they are being bullied or harassed by another student in any way:

1. Safety is a primary concern: if any student feels in jeopardy, they should go to a safe place and/or contact Security.
2. If able, address the situation immediately—verbally or in writing: communicate that the behavior is unwelcome and must cease immediately.
3. Students should talk to someone they trust beyond friends, such as a faculty resident, advisor, teacher, coach, proctor, peer counselor, a member of the Student Life Office staff, or the Head of School.
4. In addition, students may find it helpful to write down what happened. Students should be as specific as possible, recording direct quotations, actions and witnesses.
5. Our [Sexual Misconduct Response Resource](#) offers a list of resources for victims.

Further responses vary depending on source of the bullying or harassment:

- For bullying/harassment from another student, refer to Section 8.1: Responding to Bullying/Harassment from a Peer.
- For bullying/harassment from an employee of the Academy, refer to Section 468.2: Responding to Bullying/Harassment from an Employee.

## **8.1. Responding to Bullying/Harassment from a Peer**

When facing bullying/harassment from a peer, students have two options to pursue:

- Collaborate with a member of the Community Conduct Committee, which provides a forum to speak about possible responses to harassment or other kinds of mistreatment. This panel consists of faculty members who help students reach an outcome that addresses the situation. This process may—but does not necessarily—preclude the usual disciplinary process and response.
- Report the situation to the Student Life Office, at which time a Discipline Committee may be convened to hear the allegations. In some cases, the Head of School, Assistant Head of School for Student Life, Dean of Students, or Class Dean may choose to form an ad hoc committee (including at least one member of the Community Conduct Committee) to hear the allegations and to assist in formulating a response. This ad-hoc process may—but does not necessarily—preclude the usual disciplinary process and response.

With additional questions about the Community Conduct Committee, please contact one of the Committee chairs, Dr. Brown or Mr. Pitcher.

## **8.2. Responding to Bullying/Harassment from an Employee**

If a student believes that an employee is basing decisions or actions on whether or not a student participates in sexual or intimate conduct, they should *IMMEDIATELY CONFIDE IN ANOTHER ADULT* or report the issue directly to the Assistant Head of School for Student Life, the Dean of Students, the Dean of the Faculty, or the Head of School, who will initiate an investigation.

After investigation, the school will take action in substantiated cases of harassment. Depending on the circumstances and the severity or repetition of the offense, the response may range from Reprimand up to and including Termination of employment. Disciplinary actions from the Academy do not preclude responses from civil, legal, or other authorities, including law enforcement.

Deerfield seeks to assure any individuals who raise substantiated complaints that they will not be subject to any further forms of harassment. Therefore, the school will also take action in cases of retaliation toward someone making a complaint about harassment. Depending on the circumstances, the response may range from Reprimand up to Termination of employment.

Disciplinary actions from the Academy do not preclude responses from civil, legal, or other authorities, including law enforcement.

### **8.3. Anti-Bullying and Anti-Harassment Policy**

#### **8.3.1. Goals**

Deerfield is committed to a safe learning environment, free from all forms of bullying and harassment, where community members treat one another with respect. Our Anti-Bullying and Harassment Policy is central to these efforts. It is designed to promote learning, eliminate all forms of violent, harmful, and disruptive behavior, and to enable students to achieve their personal and academic potential.

Deerfield recognizes that certain students may be more vulnerable to bullying, harassment, hazing, or teasing based on actual or perceived characteristics—including race, color, religion, age, ancestry, national origin, sex, sexual orientation, socio-economic status, academic status, gender identity, gender expression, genetic information, physical appearance, disability, or any other classification protected under state or federal law—or by association with a person who has or is perceived to have these characteristics. Trained student leaders and in-dorm residential advisors are uniquely positioned to identify and support these members of the school community. All community members will take specific steps to foster a safe, supportive environment. Deerfield will provide students with the knowledge, skills, and strategies to prevent and respond to bullying, hazing, harassment, and teasing.

In addition, the Commonwealth of Massachusetts has specific standards: Chapter 269 of the General Laws, Section 17-19 mandates the reporting of cases of hazing. From Massachusetts General Laws, Chapter 269:

*WHOEVER IS A PRINCIPAL ORGANIZER OR PARTICIPANT IN THE CRIME OF HAZING, AS DEFINED HEREIN, SHALL BE PUNISHED BY A FINE OF NOT MORE THAN THREE THOUSAND DOLLARS OR BY IMPRISONMENT IN A HOUSE OF CORRECTION FOR NOT MORE THAN ONE YEAR, OR BOTH SUCH FINE AND IMPRISONMENT.*

*THE TERM "HAZING" SHALL MEAN ANY CONDUCT OR METHOD OF INITIATION INTO ANY STUDENT ORGANIZATION, WHETHER ON PUBLIC OR PRIVATE PROPERTY, WHICH WILLFULLY OR RECKLESSLY ENDANGERS THE PHYSICAL OR MENTAL HEALTH OF ANY STUDENT OR OTHER PERSON. SUCH CONDUCT SHALL INCLUDE WHIPPING, BEATING, BRANDING, FORCED CALISTHENICS, EXPOSURE TO THE WEATHER, FORCED CONSUMPTION OF ANY FOOD, LIQUOR, BEVERAGE, DRUG OR OTHER SUBSTANCE, OR ANY OTHER BRUTAL TREATMENT OR FORCED PHYSICAL ACTIVITY WHICH IS LIKELY TO ADVERSELY AFFECT THE PHYSICAL HEALTH OR SAFETY OF ANY SUCH STUDENT OR OTHER PERSON, OR WHICH SUBJECTS SUCH STUDENT OR OTHER PERSON TO EXTREME MENTAL STRESS, INCLUDING EXTENDED DEPRIVATION OF SLEEP OR REST OR EXTENDED ISOLATION.*

*NOTWITHSTANDING ANY OTHER PROVISIONS OF THIS SECTION TO THE CONTRARY, CONSENT SHALL NOT BE AVAILABLE AS A DEFENSE TO ANY PROSECUTION UNDER THIS ACTION.*

*WHOEVER KNOWS THAT ANOTHER PERSON IS THE VICTIM OF HAZING AND IS AT THE SCENE OF SUCH CRIME SHALL, TO THE EXTENT THAT SUCH PERSON CAN DO SO WITHOUT DANGER OR PERIL TO HIMSELF OR OTHERS, REPORT SUCH CRIME TO AN APPROPRIATE LAW ENFORCEMENT OFFICIAL AS SOON AS REASONABLY PRACTICABLE. WHOEVER FAILS TO REPORT SUCH CRIME SHALL BE PUNISHED BY A FINE OF NOT MORE THAN ONE THOUSAND DOLLARS.*

Deerfield will promptly investigate all reports and complaints of hazing, bullying and harassment and will attempt to end that behavior and prevent its recurrence. These actions may include referral to a law enforcement agency.

### **8.3.2. Application**

This policy applies to all students, employees, independent contractors, school volunteers, parents and legal guardians of students, and to Deerfield visitors. It applies to conduct that occurs on school premises or in school-related activities and school-related transportation. It does not apply to conduct that occurs exclusively between employees of Deerfield.

### **8.3.3. Disciplinary and Corrective Action**

Violators of this policy will be subject to disciplinary and/or corrective action designed to end the conduct, prevent its recurrence and to protect the target from future hazing, harassment, bullying, and retaliation.

## **8.4. Definitions**

### **8.4.1. Sexual Misconduct**

Sexual misconduct is a broad category of prohibited behaviors that includes—but is not limited to—sexual harassment, unwanted touching, and any other nonconsensual sexual behavior.

### **8.4.2. Sexual Harassment**

The offending behavior is uninvited and/or unwanted. It can be subtle and ambiguous as well as direct and overt. It is *NOT* social or courting behavior. Sexual harassment may include:

- Inappropriate personal questions;
- Sexually stereotyped or sexually charged insults, humor or verbal abuse;
- Sexually explicit or suggestive remarks about a person's physical attributes, clothing or behavior;
- Leering at or ogling a person's body;
- Unwelcome touching;
- Any demeaning sexual propositions;



- Pressure exerted for sexual activity or for a relationship that takes on a sexual or romantic coloring, exceeding the limits of a healthy adult-student or student-student friendship;
- Physical assault, or any coerced sexual relations.

### **8.4.3. Harassment and Hazing**

Harassment is any abuse of an individual or group based on race, color, religion, age, ancestry, national origin, sex, sexual orientation, socio-economic status, academic status, gender identity, gender expression, genetic information, physical appearance, disability, or any other classification protected under state or federal law. It includes both easily-identified acts of oral, written, or physical abuse as well as other less-obvious but equally-damaging forms of harassment, such as remarks of “humor” or any behavior that contributes to the creation of a hostile environment in which to live and learn.

Any incidents involving sexual or any other harassment, racial, religious, or ethnic intolerance, physical injuries or threats, and fighting will be dealt with as disciplinary matters. Furthermore, the community does not tolerate humiliating or potentially harmful “rites of passage” or “initiations,” and such behaviors will be treated as disciplinary matters.

### **8.4.4. Bullying**

Any written or verbal expression, physical acts or gestures directed at another person to intimidate, frighten, ridicule, humiliate, or cause harm where the conduct is not related to the person’s membership in a protected class (e.g., race, sex). Bullying may include—but is not limited to—repeated taunting, threats of harm, verbal or physical intimidation, cyber-bullying, pushing, kicking, hitting, spitting, or taking or damaging another’s personal property. Bullying is a form of aggression that involves a power imbalance between the bully and victim, where the bully has actual or perceived physical, social, and/or psychological power over his/her/their target(s). Bullying generally involves a pattern of conduct that is directed at a victim, rather than a single isolated incident. Bullying behavior may also constitute a crime.

### **8.4.5. Cyberbullying**

Bullying through the use of technology or any electronic communication. It includes—but is not limited to—any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted virtually through electronic means. Cyber-bullying can occur via e-mail, internet communication, social media app, instant message, or any other electronic or network system. It also includes (i) the creation of a web page or blog in which the creator assumes the identify of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions noted

in the definition of bullying. Cyber-bullying also includes the electronic distribution to more than one person—or posting of material on an electronic medium accessible by one or more persons—if the distribution or posting creates any of the conditions noted in the definition of bullying.

#### **8.4.6. Discrimination**

Respect for the rights of all and for the differences among us is essential for the health of the Deerfield community. Discrimination against others has no place here. If members of the Deerfield community experience or witness any discrimination by students or employees, they should report the incident to an employee or the Student Life Office. Such incidents violate the ideals of Deerfield and may include a disciplinary response.

#### **8.4.7. Retaliation**

Any form of intimidation, reprisal, or harassment by a school community member directed against another school community member for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, for cooperating in an investigation under this Policy, or for taking action consistent with this Policy.

#### **8.4.8. Target**

A person who complains about conduct covered by this Policy; the alleged victim of the conduct.

#### **8.4.9. Reporter**

A person reporting an incident who is a third party and not the victim of the alleged policy violation

### **8.5. Responsibilities**

To comply with this policy, all school community members must:

- Ensure that they do not haze, bully, or harass another person on school grounds or in a school-related activity;
- Ensure that they do not retaliate against any other person for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, or for cooperating in an investigation of hazing, bullying, or harassment; and
- Cooperate in the investigation of reports or complaints.

All school employees, independent contractors, and school volunteers must also

- Respond appropriately and intervene, if able to do so safely, when witnessing hazing, bullying, or harassment on school grounds or in a school-related activity;
- Cooperate with Deerfield's efforts to prevent and respond effectively to hazing, bullying or harassment; and

- Promptly report to a Designated School Official all information they know about possible hazing, bullying, or harassment occurring on school grounds or in a school-related activity

## **8.6. Protection Against Retaliation**

Deerfield will take appropriate steps to protect from retaliation any person who takes action consistent with this Policy or who reports, files a complaint of, or cooperates in an investigation of a violation of this Policy. Threats or acts of retaliation—whether person-to-person, by electronic means, or through third parties—are serious offenses that will subject the violator to disciplinary and/or other corrective action.

## **8.7. Reporting and Resolution Process**

### **8.7.1. Designated Officials for Reporting/Designated School Officials**

The Assistant Head of School for Student Life, Dean of Faculty, Dean of Students, and Class Deans are responsible for receiving reports and complaints of violations of this Policy and sharing them with the Head of School.

### **8.7.2. Reporting Procedures**

- Any Deerfield employee, independent contractor, or school volunteer who becomes aware or has a reasonable belief that hazing, bullying, harassment, or retaliation has occurred on school property or in a school-related activity must promptly report the alleged incident(s) to a Designated School Official.
- Any student or other person (who is not a school employee, independent contractor, or school volunteer) who becomes aware or has a reasonable belief that hazing, bullying, or harassment has occurred on school property or in a school-related activity is strongly encouraged to promptly report the incident(s) to a Designated School Official. In situations where a student or other person does not feel comfortable reporting the incident to a Designated School Official, he/she/they may report it to a trusted school employee, who must then promptly share the report with a Designated School Official.
- Parents and/or legal guardians are notified of any report involving their children.

### **8.7.3. Investigation Process**

- After a Designated School Official receives a complaint or report, they or their designee must investigate to determine if the allegations can be substantiated and whether to resolve the complaint through Formal or Informal Proceedings, including referral to the Community Conduct Committee, the Sexual Misconduct Response Committee, or the Discipline Committee.

- The nature and duration of an investigation will depend on the circumstances, including the type, severity, and frequency of the alleged conduct. The goal of an investigation is to obtain an accurate and complete account of all incidents and circumstances deemed relevant to the allegations of the complaint. No complaint is considered frivolous; on the other hand, culpability is never presumed. These procedures are intended to protect the rights of a victim and the rights of a wrongfully accused individual.
- When a violation of the Policy has been reported by a third party and the alleged victim fails to cooperate with the investigation, or denies the incident occurred, disciplinary and corrective action may be precluded, or limited, depending on the circumstances and the availability of information from other sources.
- Any person who makes knowingly false charges or brings a malicious complaint is subject to disciplinary and/or corrective action.
- Allegations that appear to place the target or any other person at physical risk; (2) result in a criminal charge; (3) involve a referral to the Department of Social Services; will likely result in a Formal Proceeding under Section 8.7.5.

#### **8.7.4. Informal Proceedings**

Although Informal Proceedings may also include disciplinary action, their primary focus is resolution through non-disciplinary corrective action.

Upon the initiation of an Informal Proceeding, the Dean of Students will, in a timely manner, meet separately with the target and the subject of the complaint. He will contact their parent(s) or guardian(s) to tell them about the nature of the complaint, the Informal Proceeding process and to explain the prohibition against retaliation.

The Dean of Students will explain that the investigation will be kept as confidential as possible but that Deerfield cannot promise absolute confidentiality and may not be able to withhold the target's identity from the subject of the complaint, since such an assurance could interfere with school's ability to enforce its Policy, conduct a fair and thorough investigation, and impose disciplinary and corrective action.

If appropriate, after adequate investigation, the Dean of Students will propose a resolution and discuss it with the target, or he will refer the matter to the Community Conduct Committee.

A designated faculty member will monitor the situation and will follow up with the target to determine whether there are further incidents or concerns.

If at any time after resolution the faculty member determines that the problem is not corrected, Deerfield may commence a Formal Proceeding.

**File Retention:** For as long as all parties involved are associated with Deerfield Academy, the Dean of Students will maintain a confidential file with information obtained through inquiry and investigation and with the resolution, if any.

### **8.7.5. Formal Proceedings**

Formal proceedings typically involve a disciplinary and/or corrective action.

Upon the initiation of a Formal Proceeding, the Dean of Students will, in a timely manner, meet separately with the target and the subject of the complaint. He will contact their parent(s) or guardian(s) to tell them about the nature of the complaint, the Formal Proceeding process and to explain the prohibition against retaliation.

The Dean of Students will explain that the investigation will be kept as confidential as possible but that Deerfield cannot promise absolute confidentiality and may not be able to withhold the target's identity from the subject of the complaint, since such an assurance could interfere with school's ability to enforce its Policy, conduct a fair and thorough investigation, and impose disciplinary and corrective action.

If the complaint is substantiated, the Dean of Students will decide, based on his investigative findings, on the appropriate action. In Formal Proceedings, he will refer the matter to the Disciplinary Committee or the Sexual Misconduct Response Committee for findings and disciplinary or corrective recommendation. In this instance, the processes set forth in Section 6 shall govern the proceedings.

The Dean of Students, the Disciplinary Committee, or the Sexual Misconduct Response Committee will determine whether a particular action or incident constitutes a violation of this Policy. The determination will be based on all the facts and surrounding circumstances, including the context, nature, frequency and severity of the behavior, how long the conduct continued, where the incident(s) occurred, the number of persons involved in the wrongful conduct, the ages of and relationships between the parties, past incidents or patterns of behavior, whether the conduct adversely affected the education or school environment of the victim or other school community member, and other factors that might be applicable.

Disciplinary and corrective action concerning a student may include—but is not limited to—an apology to the victim; awareness training (to help students understand the impact of their behavior); participation in empathy development program; cultural diversity, anti-harassment, anti-bullying, or intergroup relations training; mandatory counseling; a written warning; classroom or dorm transfer; short-term or long-term suspension; exclusion from participation in school-sponsored functions, and/or extracurricular activities; limiting or denying access to a part or area of a school; expulsion; and/or, referral to law enforcement.

The Dean of Students will oversee the imposition any disciplinary or corrective action.

A report of the incident and its resolution will be placed in the violator's student file.

The Dean of Students will monitor the situation closely to ensure that the corrective action imposed has been effective.

**File Retention:** In a confidential file, Deerfield will maintain the original complaint statement, investigatory interview notes and reports, findings made, the results of the investigation, including any decision for action, and other relevant investigatory materials for five years after the parties have disassociated themselves with Deerfield.

Nothing in this Policy limits Deerfield from taking immediate interim disciplinary action as set forth in the school's disciplinary code, policies, or practices.

Any right of appeal from a disciplinary decision is governed by the Student Handbook.

#### **8.7.6. Action Concerning Other School Community Members**

Corrective action concerning any other school community member, including visitors and students' parents and legal guardians may include—but is not limited to—a warning, counseling, employment termination, exclusion from the campus and limiting or denying the parent, guardian, or visitor access to school premises or school-related activities or other sanctions that are warranted under the circumstances.

## SCOPE, JURISDICTION, AND REPORTING

*SIMPLY STATED, THESE RULES APPLY DURING THE ENTIRE DURATION OF ENROLLMENT AT DEERFIELD: FROM THE FIRST MOMENT STUDENTS ARRIVE ON CAMPUS UNTIL THEY DEPART AFTER GRADUATION, ONLINE AND OFFLINE. A STUDENT'S BEHAVIOR SHOULD NEVER JEOPARDIZE THE WELFARE OR REPUTATION OF THE ACADEMY OR OTHER DEERFIELD STUDENTS.*

*AT ALL TIMES DURING ENROLLMENT—including school trips, during personal travel, and during vacation periods—students are expected to behave in a manner consistent with school rules and policies. School disciplinary procedures may be applied if the Academy is presented with information that students have violated school expectations while away; such infractions may result in disciplinary action up to and including suspension or expulsion.*

*STUDENTS SHOULD NOTE THAT FACULTY AND STAFF ARE OBLIGATED TO REPORT RULE VIOLATIONS AND STUDENT MISCONDUCT—REGARDLESS OF CIRCUMSTANCE OR METHOD OF DISCOVERY.*

*THESE RULES ARE NOT A LEGAL CONTRACT, NOR DO THEY GRANT ANY ADDITIONAL RIGHTS OR GUARANTEES.*



**Call Security at 413-772-9880**  
**Call the School Officer in Charge (SOC) at 413-772-9070**